

BOARD POLICY	
SUBJECT	Dirt Street Improvement Program
POLICY NUMBER	BP94-05
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	September 5, 2000 (R00-137)
HISTORICAL REFERENCE	R94-173 (August 4, 1994); R94-200 (October 20, 1994)

Purpose: To establish procedures for improving private unimproved roads (commonly referred to as "dirt streets") so that these roads may be included in the State Secondary Road System maintained by the Virginia Department of Transportation (VDOT).

Procedure:

The Board will establish a priority list (see attachment) which will be used by the County Administrator for initiating action necessary to improve private unimproved roads to standards whereby they may be accepted into the State Secondary Road System. Additional roads may be added to the list by the County Administrator and subsequently prioritized by the Board of Supervisors.

The following steps will be followed for this program:

1. Phase I - Confirmation of Interest:

- a. County staff will notify all adjacent property owners in writing that the subject road is high on the priority list established by the Board of Supervisors and is being considered for improvements. Property owners are asked if they are interested in having the road improved and included in the Secondary Road System. Property owners are also notified that they are expected to donate easements and right-of-ways for the project and are asked to communicate their interest in the project in writing within thirty days. The County Administrator or designee may grant an extension to the thirty-day response requirement if there are extenuating circumstances.
- b. If all of property owners along the proposed project respond affirmatively, the project proceeds to phase II.
- c. If all the property owners do not respond affirmatively, but at least 75% do respond affirmatively, the project is forwarded to the Board of Supervisors for direction.
- d. If fewer than 75% of the property owners indicate an interest in participating in the program, the project is automatically moved to an inactive list and the Board is notified through written memorandum. If the project is placed on an inactive list, affected property owners are notified in writing that the project has been placed in an inactive status and that the project can be activated if 75% of the affected property owners initiate a request in writing to reactivate the project. If a project is placed on the inactive list, property owner(s) may also petition the Board of Supervisors and request that the project be reactivated and moved to the next phase of the program.

2. Phase II - Surveying and Acquisition of Rights-of-Ways and Easements:

- a. During this phase, the County, at the County's expense, will perform a survey to determine the extent of right-of-ways and easements that will be required to proceed with the project. After the survey is complete, County staff will prepare plats and deeds for acquisition of needed right-of-ways and easements.
- b. The County will deliver to the appropriate property owners all documents required for the acquisition of needed right-of-ways and easements. Property owners are given notice that they have 90 days to return the executed documents to donate the necessary deeds and easements in order for the project to stay in an active status. Property owners are also notified that it is their responsibility to secure necessary releases from any mortgage of lien holders needed to give the County clear title to the right-of-ways and permanent easements. The County Administrator or his designee may grant an extension to the ninety-day response requirement if there are extenuating circumstances.
- c. If all affected property owners sign all the documents to donate the needed right-of-ways and easements within 90 days, the project proceeds to Phase III. If all of the property owners provide the needed right-of-ways and easements except the non-participating property owners identified in Phase I and resolution to the acquisition requirement for the non-participating property owners was approved by the Board, the project also moves to Phase III.
- d. If all of the property owners do not provide the needed right-of-ways and easements but at least 75% do provide needed right-of-ways and easements, details are forwarded to the Board of Supervisors for further direction.
- e. If fewer than 75% of the affected property owners provide the needed right-of-ways the project is automatically moved to an inactive list and the Board is notified through written memorandum. If the project is placed on an inactive list, the affected property owners are notified in writing that the project has been placed in an inactive status and that it can be activated if 75% of the affected property owners initiate a request in writing to reactivate the project or if property owner(s) petition the Board of Supervisors and the Board reactivates the project.
- f. Once all of the required documents needed to donate easements and right-of-ways are received from the property owners, the County will execute the documents and record them in the Circuit Court Clerk's Office. The project then proceeds to Phase III.

2. Phase III - Preparation of Construction Plans:

- a. After easements and rights-of-way are secured from all affected property owners, County staff will proceed, subject to available funding, with the preparation of working drawings and construction easements as required by VDOT.
- b. After VDOT approval of plats and plans, the County staff will request VDOT to provide a cost estimate. Once County staff receives the cost estimate from VDOT, the project proceeds to Phase IV.

3. Phase IV - Authorization of Construction:

County staff will prepare all documents necessary for the Board of Supervisors to consider approving the transfer of property, easements, and funding so that VDOT may proceed with the project with Board approval, the project then moves to Phase V.

4. Phase V - Completion of Improvements:

VDOT schedules the road for improvements and accepts the road into the State Secondary Road System.

Dirt Street Improvement Program Active List								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
1	Russell Lane	Bethel	1060'	20'	6	7	95000	4.42
2	Kay Lane	Tabb	650'	26'	10	8	58500	13.67

Dirt Street Improvement Program Priority List of Potential Projects								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
1	Eisenhower Drive	Dandy	300'	15'	4	7	27000	10.37
2	Clark Lane	Seaford	600'	10'	5	10	54000	9.26
3	Gordon Lane	Tabb	300'	15'	3	8	27000	8.89
4	Muse Lane	Lackey	300'	50'	3	8	27000	8.89
5	Unnamed road off Fenton Mill Road	Skimino	900'	30'	7	10	81000	8.64
6	Dryden Lane	Tabb	500'	50'	5	7	45000	7.78
7	Rocky Road	Harris Grove	430'	12'	5	6	38700	7.75
8	Sandpiper Cove	Dare	700'	10'	6	8	63000	7.75
9	Dusty Lane	Skimino	460'	50'	4	8	41400	7.73
109	Coburn Court	Lackey	650'	16'	5	8	58500	6.84
1140	Dandy View Lane	Dandy	420'	50	5	5	37800	6.61
1244	Barcanmore Lane	Dandy	650'	20'	4	9	58500	6.15
1342	DeAlba Lane	Seaford	900'	30'	8	6	81000	5.92
43	Dusty Lane	Skimino	460'	50'	4	8	41400	7.73
14	Finch Lane	Seaford	600'	15'	3	10	54000	5.56
15	Hunters Lane	Dare	580'	15'	4	7	52200	5.36
16	Swain Lane	Tabb	500'	50'	3	8	45000	5.33
17	Hudson Drive	Bruton	1070	40'	10	5	96300	5.19
18	Olde Pond Lane	Tabb	900'	25'	6	7	81000	5.19
19	Club Way	Seaford	650'	40'	5	6	58500	5.13
20	Austins Point	Dare	1100'	10'	7	7	99000	4.95
21	Ann's Court	Skimino	750'	50'	4	8	67500	4.74
22	Jefferson Lane	Grafton	1000'	12'	6	6	90000	4.00
23	Whites Lane	Seaford	1000'	30'	7	5	90000	3.89
24	Kirby Lane	Tabb	600'	20'	3	7	54000	3.89
25	Old House Point Circle	Dare	450'	40'	5	3	40500	3.70
26	Giles Lane	Lackey	900'	30'	3	10	81000	3.70
27	Scuttle Lane	Tabb	750'	40'	3	8	67500	3.56
28	Chandler Lane	Lackey	570'	30'	3	6	51300	3.51
29	Dillard Lane	Tabb	575'	15'	3	6	51750	3.48
30	Spivey Lane	Seaford	800'	30'	3	8	72000	3.33
31	Bunting Point Road	Tabb	1540'	10'	9	5	138600	3.25
32	Fox Lane	Seaford	700'	12'	5	4	63000	3.17
3334	Calthrop Point	Tabb	1230'	15'	5	7	110700	3.16
32	Bunting Point Road	Tabb	1540'	10'	9	5	138600	3.25

Dirt Street Improvement Program Priority List of Potential Projects								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
33	Fox Lane	Seaford	700'	12'	5	4	63000	3.17
34	Cabot Drive	Lackey	250'	50'	7	1	22500	3.11
35	Melinda Lane	Tabb	2000'	25'	7	8	180000	3.11
36	Anchor Lane	Dare	1250'	30'	5	7	112500	3.11
37	Cheadle Point Road	Seaford	780'	20'	4	5	70200	0.51
38	Belvin Lane	Dandy	1200'	50'	3	7	108000	0.46
39	Montgomery Lane	Seaford	749'	20'	3	5	67410	0.4
40	Edith Lane	Dare	500'	30'	3	3	45000	0.36
41	Sangaree Twist	Grafton	580'	50'	5	2	52200	0.34
42	Ironmonger Lane	Seaford	250'	10'	4	1	22500	0.32
43	Laurel Acres	Watervie w	1600'	20'	4	6	144000	0.3
44	Fishermans Cove	Dare	1600'	10'	4	6	144000	0.3
45	Phillips Lane	Tabb	1370'	10'	4	5	123300	0.29
46	Sycamore Lane	Lackey	350'	30'	5	1	31500	0.28
47	Smoots Lane	Seaford	2030'	30'	6	4	182700	0.27
48	Old Taylor Road	Bruton	5000'	30'	7	9	450000	0.25
49	Country Lane	Grafton	1600'	50'	5	4	144000	0.25
50	Hunter Lane	Bruton	750'	16'	4	2	67500	0.21
51	Dandy Haven Lane	Dandy	590'	30'	6	1	53100	0.2
52	Sandbox Lane	Dandy	520'	20'	5	1	46800	0.19
53	Glebe Spring Lane	Tabb	2000'	25'	3	6	180000	0.18

Dirt Street Improvement Program Inactive List					
Number	Street Name	Vicinity	Length	Date Classified Inactive	Reason for Placement on Inactive List
1	Griffin Street	Cary's Chapel Rd.	550'	11/03/97	Owner wanted compensation for property to be used for easement.
2	George Emerson Lane	Tabb	300'	11/06/97	Less than 75% of residents agreed to the project.

Dirt Street Improvement Program Completed Projects (Since 1980)						
Number	Street Name	Vicinity	Length	# Dwellings	Actual Cost	Year Completed
1	Oak Street	Bethel off Rt. 17	845	14	10250	1980
2	West Woodland Drive	Breezy Point area	792	26	24350	1981
3	Beechwood Lane	Bethel/Shady Banks	1530	11	56935	1982
4	Dogwood Drive	Bethel/Shady Banks	845	8	21370	1982
5	Bayberry Lane (partial)	Bethel/Shady Banks	660	20	10514	1982
6	East Woodland Drive	Breezy Point area	1584	20	25021	1983

Dirt Street Improvement Program Completed Projects (Since 1980)						
Number	Street Name	Vicinity	Length	# Dwellings	Actual Cost	Year Completed
7	Dawson Drive	Seaford	1901	31	58650	1983
	Dawson Crescent	Seaford	1162	20		
	Park Lane	Seaford	792	14		
8	Oak Lane	Bethel/Shady Banks area	1109	5	14396	1984
9	Bayberry Lane (Remaining)	Bethel/Shady Banks area	660	20	10604	1984
10	Whites Road	Grafton	423	4	22000	1987
	Second Street	Off of White Road	484	15		
11	Pine Street (Privately Funded)	Bethel off Rt. 17	423	14	0	1987
12	Trinity Drive (Privately Funded)	Bethel off Rt. 17	845	8	0	1987
13	Red Dirt Road	Bruton area	1215	9	29996	1990
14	Kentucky Avenue	Kentucky Farms Airport area	158	11	26667	1990
	Maple Road	Lackey area	2905	25		

Previous List

Dirt Street Improvement Program Active List								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
1	Russell Lane	Bethel	1060'	20'	6	7	15000	2.8
2	Kay Lane	Tabb	650'	26'	10	8	32500	2.46

Dirt Street Improvement Program Priority List of Potential Projects								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost	Cost/Benefit Score
1	Eisenhower Drive	Dandy	300'	15'	4	7	15000	1.86
2	Clark Lane	Seaford	600'	10'	5	10	30000	1.66
3	Gordon Lane	Tabb	300'	15'	3	8	15000	1.6
4	Muse Lane	Lackey	300'	50'	3	8	15000	1.6
5	Unnamed road off Fenton Mill Road	Skimino	900'	30'	7	10	45000	1.55
6	Dryden Lane	Tabb	500'	50'	5	7	25000	1.4
7	Rocky Road	Harris Grove	430'	12'	5	6	21500	1.39
8	Sandpiper Cove	Dare	700'	10'	6	8	35000	1.37
9	Coburn Court	Lackey	650'	16'	5	8	32500	1.23
10	Dandy View Lane	Dandy	420'	50	5	5	21000	1.19
11	Barcanmore Lane	Dandy	650'	20'	4	9	32500	1.1
12	DeAlba Lane	Seaford	900'	30'	8	6	45000	1.06
13	Dusty Lane	Skimino	460'	50'	4	8	23000	1.04
14	Finch Lane	Seaford	600'	15'	3	10	30000	1
15	Hunters Lane	Dare	580'	15'	4	7	29000	0.96
16	Swain Lane	Tabb	500'	50'	3	8	25000	0.96
17	Hudson Drive	Bruton	1070	40'	10	5	53500	0.93
18	Olde Pond Lane	Tabb	900'	25'	6	7	45000	0.93
19	Club Way	Seaford	650'	40'	5	6	32500	0.92
20	Austins Point	Dare	1100'	10'	7	7	55000	0.89
21	Ann's Court	Skimino	750'	50'	4	8	37500	0.85
22	Jefferson Lane	Grafton	1000'	12'	6	6	50000	0.72
23	Whites Lane	Seaford	1000'	30'	7	5	50000	0.7
24	Kirby Lane	Tabb	600'	20'	3	7	30000	0.7
25	Old House Point Circle	Dare	450'	40'	5	3	22500	0.66
26	Giles Lane	Lackey	900'	30'	3	10	45000	0.66
27	Scuttle Lane	Tabb	750'	40'	3	8	37500	0.64
28	Chandler Lane	Lackey	570'	30'	3	6	28500	0.63

Dirt Street Improvement Program Priority List of Potential Projects								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost	Cost/Benefit Score
29	Dillard Lane	Tabb	575'	15'	3	6	28750	0.62
30	Spivey Lane	Seaford	800'	30'	3	8	40000	0.6
31	Calthrop Point	Tabb	1230'	15'	5	7	61500	0.6
32	Bunting Point Road	Tabb	1540'	10'	9	5	77000	0.58
33	Fox Lane	Seaford	700'	12'	5	4	35000	0.57
34	Cabot Drive	Lackey	250'	50'	7	1	12500	0.56
35	Melinda Lane	Tabb	2000'	25'	7	8	100000	0.56
36	Anchor Lane	Dare	1250'	30'	5	7	62500	0.56
37	Cheadle Point Road	Seaford	780'	20'	4	5	39000	0.51
38	Belvin Lane	Dandy	1200'	50'	3	7	60000	0.46
39	Montgomery Lane	Seaford	749'	20'	3	5	37450	0.4
40	Edith Lane	Dare	500'	30'	3	3	25000	0.36
41	Sangaree Twist	Grafton	580'	50'	5	2	29000	0.34
42	Ironmonger Lane	Seaford	250'	10'	4	1	12500	0.32
43	Laurel Acres	Watervie w	1600'	20'	4	6	80000	0.3
44	Fishermans Cove	Dare	1600'	10'	4	6	80000	0.3
45	Phillips Lane	Tabb	1370'	10'	4	5	68500	0.29
46	Sycamore Lane	Lackey	350'	30'	5	1	17500	0.28
47	Smoots Lane	Seaford	2030'	30'	6	4	101500	0.27
48	Old Taylor Road	Bruton	5000'	30'	7	9	250000	0.25
49	Country Lane	Grafton	1600'	50'	5	4	80000	0.25
50	Hunter Lane	Bruton	750'	16'	4	2	37500	0.21
51	Dandy Haven Lane	Dandy	590'	30'	6	1	29500	0.2
52	Sandbox Lane	Dandy	520'	20'	5	1	26000	0.19
53	Glebe Spring Lane	Tabb	2000'	25'	3	6	100000	0.18

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3	Beechwood Lane	Bethel/Shady Banks	1530	11	56935	1982
4	Dogwood Drive	Bethel/Shady Banks	845	8	21370	1982

Dirt Street Improvement Program Completed Projects (Since 1980)						
Number	Street Name	Vicinity	Length	# Dwellings	Actual Cost	Year Completed
5	Bayberry Lane (partial)	Bethel/Shady Banks	660	20	10514	1982
6	East Woodland Drive	Breezy Point area	1584	20	25021	1983
7	Dawson Drive	Seaford	1901	31	58650	1983
	Dawson Crescent	Seaford	1162	20		
	Park Lane	Seaford	792	14		
8	Oak Lane	Bethel/Shady Banks area	1109	5	14396	1984
9	Bayberry Lane (Remaining)	Bethel/Shady Banks area	660	20	10604	1984
10	Whites Road	Grafton	423	4	22000	1987
	Second Street	Off of White Road	484	15		
11	Pine Street (Privately Funded)	Bethel off Rt. 17	423	14	0	1987
12	Trinity Drive (Privately Funded)	Bethel off Rt. 17	845	8	0	1987
13	Red Dirt Road	Bruton area	1215	9	29996	1990
14	Kentucky Avenue	Kentucky Farms Airport area	158	11	26667	1990
	Maple Road	Lackey area	2905	25		

BOARD POLICY	
SUBJECT	Freedom of Information Act
POLICY NUMBER	BP94-06
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	September 22, 1999
HISTORICAL REFERENCE	R90-98; R94-200; R99-171

Purpose: To assure access to records in the custody of public officials; to provide guidelines on availability of records; and to establish authority for carrying out the provisions of the Freedom of Information Act, Section 2-1.340, Chapter 21, Code of Virginia.

Procedure:

1. It is the policy of the County to facilitate public access to the official records of the County and to make such records available and to respond to requests for access in a timely fashion.
2. Under normal circumstances ~~Department-department Directors-directors~~ are authorized to grant requests received by their respective departments for official document inspection and/or copying by citizens. Official records shall be open to inspection and/or copying during regular office hours of the County office/department having custody of them, unless they are ~~records which~~records that are excluded from the Act's coverage.

Since complicating and legal factors may have to be considered in some cases, any request considered unusual, of a sensitive nature, or of uncertain legitimacy shall be forwarded immediately to the Public Information Officer. The Public Information Officer shall be responsible for coordinating with the County Administrator and requesting the County Attorney's legal advice and counsel whenever necessary.
3. Requests for official County records pursuant to the Virginia Freedom of Information Act must designate the record(s) with reasonable specificity. However, a specific reference to the Freedom of Information Act by the requestor is not necessary to invoke the time limits for response by the County. The initial response to the request for records shall be provided within five (5) work days after receipt of the request and shall be one of the following:
 - Making the records available in writing as requested;
 - Advising the requestor in writing that the records are being withheld as permitted by the Act or other statute, including citations of the section(s) of the Code that exempt the records from disclosure and identifying with reasonable particularity the volume and subject matter of the withheld records;
 - Making only part of the requested records available and advising the requestor in writing that the remainder are being withheld and including the specific citations of the Code section(s) that exempt the records from disclosure identifying with reasonable particularity the subject matter of the withheld portions;
 - Informing the requestor in writing that it is not practically possible to identify or collect the requested records within five (5) work days, and explaining why. If this response is made within five (5) work days, the County has an additional seven (7) days to make one of the preceding three responses.

The County is not obligated to compile information or reports ~~which that~~ are not in existence.

4. Charges

- a. Generally, when minimum search time is required, there will be no charge for the viewing only of an official document. When extensive search time is required to provide the document(s) for viewing, or when copies of such documents are requested, charges are based on reimbursement to the County for the cost of searching for and reproducing such documents. If the charges to search for and reproduce the documents are expected to exceed \$200, the County may require payment of the estimated costs in advance by the requestor. If such advance payment is required, the time allowed for response stops running until the requestor responds.
- b. Current charges for the costs incurred in searching and copying official County records have been calculated based on the costs of labor, office machines and materials and are as follows:

Office Copy Reproduction

~~Five pages, or fewer, no charge; thereafter \$0.25 per 8 1/2" by 11" page, \$0.50 per 11" by 17" page and \$0.50 per green bar computer printout page thereafter~~

Microfilm Reader/Printer:

Two pages, or fewer, no charge; \$0.50 per page thereafter

Printed Publications/Books/Documents/Maps Reproduced

Comprehensive Plan	\$50.00 <u>\$25.00</u>
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<u>Comprehensive Plan postage, if mailed</u> Comprehensive Plan – Executive Summary	<u>5.00</u> \$12.00
Subdivision Ordinance <u>Subdivision Ordinance postage, if mailed</u>	7.50 <u>2.50</u>
Zoning Ordinance <u>Zoning Ordinance postage, if mailed</u> —	17.00 <u>5.00</u> flat rate or \$25.00 with amendment subscription; \$10.00 annual renewal rate
<u>Zoning Map (approx. 15" x 34")</u>	<u>6.00</u>
Development Summary	3.50
Six-Year Secondary Road Plans	<u>\$3.00 Per page according to photocopying guidelines</u>
Street Index <u>Postage, if mailed</u>	3.00 <u>5.00</u>
Geodetic Control Network <u>Postage, if mailed</u>	25.00 <u>10.00</u>
Statistical Profile <u>Postage, if mailed</u>	3.00 <u>2.00</u>
Erosion & Sediment Control Ordinance	5.00
Wetlands Ordinance	5.00
Sewer Regulations Manual	10.00
Annual Budget	35.00
Comprehensive Annual Financial Report	35.00
Fire Prevention Code	15.00

Map/Map Products/Plats/Plans

Size	Blue Line	Photo Copy	Color <u>Computer Generated</u>	<u>Black & White Computer Generated</u>	<u>Color Orthophotos Computer Generated</u> <u>Color Orthophotos</u>
8 1/2 <u>11</u> "x11"	\$ --	\$ --	\$ <u>3.00</u>	\$ <u>1.00</u>	\$ <u>1.00</u> <u>3.00</u>

11"x17"	N/A	0.50	<u>5.00</u>	<u>1.00</u>	<u>5.00</u>	
18"x24"	2.00	1.00				
24"x36" (Standard 1" = 4,000' scale Maps, Tax Maps, or Topo Maps)	2.50	1.00	<u>6.00</u>			
34"x44 "	5.00	1.00	<u>10.00</u> (Map Program Maps)		<u>15.00</u> (Map Program Maps)	
36"x 96 76"	11.00	2.00	\$6.00 <u>12.00</u> (Standard 1" = 2,000' scale Maps)			
All maps must be picked up at 120 Alexander Hamilton Blvd, Computer Support Services office. Postage for mailing maps is \$10.00 for a folded map, \$15.00 if sent in a mailing tube.						

c. Custom-produced color map originals

Certain custom map products are available by special request to the Division of Computer Support Services. These map products could take the form of a single tax parcel overlaid with topographic and spot elevations or any combination of available data. The base price of \$30.00 includes one 34" x 44" map sheet and one hour of processing time. Additional color copies will cost \$10.00 each and additional processing time will cost \$20.00 per hour or any part thereof. A minimum of one week will be needed to produce these maps.

d. If requests are extremely time consuming, actual costs for the computer machine search and/or staff time for research shall be charged in addition to the above costs. The Division of Budget and Accounting will assist in calculating the charges.

e. Requests to provide information and records in computerized formats (i.e., on diskettes, tapes) will be reviewed on a case-by-case basis and charges will be calculated based on material costs and staff time costs. For geographic information system requests, data availability and charges shall be as follows:

(1) ~~(1)~~ Data is organized by individual GIS data layers, and data layer sets into a detailed category and a County-wide category. The data layer sets are organized collections of individual layers into subject-matter groupings. detailed category is comprised of information such as topographic or tax parcel and Pricing of individual layers and layer sets are is based on organized by the York County tile structure, which are is comprised of 5,000 feet by 5,000 feet squares 400-scale map sheet. The County-wide category is comprised of less detailed information such as zoning and flood zones. This category is organized in two ways: on a single County-wide file basis or as a part of other data sets included in the detailed category. County-wide data layers are available for three layers: Road centerlines, U.S. Census tract boundaries, and voting districts.

(2) Data layer sets Detailed category:

Each York County tile, or equivalent area (data request need not conform to the exact tile boundary) 400-scale map sheet constitutes one geographic charge unit. Data type is organized by information group. All data is organized into six four separate information groups. A single group is one information charge unit. The information groups include:

- Topographic: Contours, spot elevations, annotations and County boundary.

- Tax Parcel: All geographic information pertaining to parcel boundaries, easements, zoning and all annotations.
- Planimetric: 4 Planimetric information layers:
 - ~~edge of pavement~~
 - parking lots & pads
 - building footprint
 - shorelines, lakes and ponds
 - ~~County boundary~~
 - road centerline
 - driveways
 - swimming pools
 - sidewalks
 - railroads
 - docks
 - land cover
- Environmental Management: Planimetric 2 Planimetric information layers:
 - ~~road center line~~ Flood zones
 - ~~driveways~~ RPA/RMA
 - ~~swimming pools~~ NWI Wetlands
 - ~~sidewalks~~ Soils
 - ~~railroads~~ Land cover
 - ~~docks~~ Drinking water protection
- ~~land cover~~ Hurricane Surge Zones ~~County boundary~~
- Governmental:
 - Election Districts
 - County Sites
 - Census Tracts
 - County Planning Layer
 - Zip Code
 - Historic Sites
 - Zoning
- Infrastructure:
 - Control Monumentation
 - Radio Towers
 - Railroad
 - Fire Hydrants
 - Water Mains
 - Sewer Lines
 - Road Centerline

Data cost(detailed category)

The ~~minimum~~ charge for each York tile-sized area for an individual layer is \$20.00. The layer set charge per York tile-sized area is \$40.00. ~~digital data request is \$100.00.~~ This charge covers the cost of setup on the computers as well as tracking the request.

~~In addition, this minimum charge covers the costs for ten charge units. One charge unit is one information group for one map sheet. Ten charge units could consist of one information group for ten map sheets or two information groups for five map sheets or similar combination. Requests for more than ten charge units will be charged at a cost of \$10.00 per additional unit.~~

(3) County-wide Category

County-wide information groups and their associated costs include:

- Streets with street name annotations and County boundary (~~(\$50.00 100.00)~~)
- Census block, census tract, zip code ~~voting district~~ and County boundary (~~(\$25.00 100.00)~~)
- ~~Subdivisions and County boundary (\$25.00) Voting Districts (\$100.00)~~

(4) Format and media for all digital geographic information

All digital geographic information will use York County's state plane geographic reference and will be available in ARC/INFO, ArcView Shapefile, or AutoCADD DXF format. Data delivery options include 35 inch floppy disks, posting to the County's FTP site for download, E-Mailing of data requests smaller than 1 MB, and CDROM. If CDROM is requested, an additional charge of \$10.00 will be added to cover the cost of the CD and the additional processing time involved.
~~All requests less than 10 MB will be placed on DOS 3.5" high density floppy disk. Requests larger than 10 MB will require alternative delivery methods. If a site visit is necessary or if any special processing is required, there will be an additional charge of \$20.00 per hour for actual time spent.~~

(5) Mr. SID (digital images of standard map products)

Digital images of Standard Maps in Mr. SID format are available. The map images are delivered on CDROM at a cost of \$300.00 for all standard maps, or \$10.00 per map when ordered individually. The maps available in Mr. SID format are as follows:

- Tax Maps (117 maps)
- Tax Map Index
- Soils Map
- Hurricane Storm Surge Areas
- Election Districts
- FEMA Flood Zones
- Resource Protection & Resource Management Areas (Draft)
- Zoning Map
- Land Use
- Land Use 2015

(6) Data Queries of GIS Information

Custom queries of the data held in GIS format will be performed at the following rates: \$50.00 minimum charge, or \$.05 cents per record, whichever is greater.

- f. For documents or other requests not specifically listed in this section, the County Administrator shall calculate the charge based on the actual cost to the County of searching for and providing the document, including but not limited to any associated labor or administrative costs.
- g. Charges may be paid in cash or by check made payable to the Treasurer, County of York. A receipt (receipts may be obtained through the appropriate department or the Treasurer's Office) will be provided to the requestor.

BOARD POLICY	
SUBJECT	Streetlight Installation and Service
POLICY NUMBER	BP94-09
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	September 22, 1999
HISTORICAL REFERENCE	R82-226(R); R94-68; R94-200; R99-171

Purpose: To regulate the installation, maintenance, and operation of streetlights qualifying for the York County Streetlight Program.

Procedure:

1. Administration of the Streetlight Program: The County Administrator or designee is responsible for the administration of the Streetlight Program for York County.
2. Streetlight Standards: ~~In order to~~ qualify for inclusion in the York County Streetlight Program, streetlights must be approved by the County Administrator or designee as a light(s) benefiting the health, safety, and welfare of the general public as opposed to a benefit accruing to one or only a small number of individuals. The following standards shall apply to streetlight installations:
 - a. Unless otherwise approved by the County Administrator, all streetlights shall be installed and maintained by Virginia Power. Where alternate streetlight designs are approved by the County Administrator, the developer or a property owners' association shall be totally responsible for all design, installation, maintenance and operation of said lights. Only those lights meeting Virginia Power standards for maintenance and operation, as set out in the Dominion-Virginia Power Municipal Services Agreement for maintenance and operation, will be considered for inclusion in the County Streetlight Program.
 - b. Streetlights ~~installed to meeting the~~ minimum requirements of the York County Subdivision Ordinance will be included in the County Streetlight Program. Other streetlights will be considered for inclusion if they are located on public property or on an approved right-of-way and meet all of the following criteria:
 - (1) The lights are located:
 - At roadway intersections; or
 - Along sidewalks which run parallel to streets or at locations where sidewalks intersect a street right-of-way; or
 - Along collector or arterial streets where driveways are spaced so closely as to present safety concerns; or
 - Along streets where horizontal or vertical curvature limits sight distance and causes a safety deficiency; or
 - At identified High Accident Locations where lighting deficiencies are determined to contribute to the accident rate.
 - (2) The lights primarily illuminate public rights-of-way as opposed to individual private properties.

- (3) The lights are generally spaced no closer between intersections than as follows:

<u>Street Classification</u>	<u>Distance (±10%) Between Luminaires</u>
Arterial	150 feet
Collector	300 feet
Access	500 feet

3. ~~Upon adoption of this policy, the County Administrator will undertake an evaluation of all existing streetlights to determine compliance with these standards. After evaluation and subsequent to notification of any adjacent property owners, the County Administrator shall arrange for the disconnection and removal of any lights not meeting these standards.~~

34. Installation of New Streetlights:

- a. Requesting parties ~~are required to~~ must write a letter to the County describing the location of the proposed light(s) or depicting locations on development plans submitted for review. New streetlight requests for existing subdivisions in which there is a mandatory homeowners association shall be put forth in writing by the president or board of directors of the association. New streetlight requests for existing subdivisions in which there is no mandatory homeowners association shall be submitted in writing and shall include the signatures and concurrence of at least 66% of the owners of property located on each side of the street and within 250 feet of the proposed streetlight installation.
- b. The County Administrator shall evaluate the request to determine if the proposed light(s) qualify for inclusion in the County's Streetlight Program. If the light does not qualify, written notification denying the request shall be sent to the requesting party. If the light does qualify for inclusion in the Streetlight Program, the County shall determine the approximate cost of installation and the projected operating costs for five years. The County will inform the requesting party in writing of the total cost of installation and ~~the~~ five-year projected operating costs in writing. The requesting party must provide funds to the County in the form of a certified or cashier's check or money order (no cash) made payable to the County of York for the installation and projected operating costs for the first five years for the light(s) provided, however, that the operating costs for streetlights installed in existing developments may, if desired by the requesting party, be paid in one-year increments. Upon receipt of the check or money order from the requesting party covering the installation costs and operating costs, the County will authorize Virginia Power to install the proposed streetlight(s).

54. Nothing in this policy shall be deemed to preclude the installation of streetlights, or the upgrading of existing streetlights at the discretion of the Board of Supervisors.

65. Maintenance of Streetlights:

- a. After the initial required prepayment of five-years projected operating costs is fully expended, ~~the~~ County will pay Virginia Power the operating and maintenance costs of all streetlights included in the Streetlight Program. In addition, the County will pay all costs associated with upgrading existing streetlight(s) if upgrades are deemed necessary by the County Administrator.
- b. In those cases where payment has been received by the County under previous policies for projected operating costs for streetlights, no further payment for said lights shall be required and no refunds shall be made for any amounts previously paid.

BOARD POLICY	
SUBJECT	<u>Citizen News Advertising</u>
POLICY NUMBER	BP96-15
ORIGINAL EFFECTIVE DATE	June 19, 1996
REVISION DATE	September 5, 2000 (R00-137)
HISTORICAL REFERENCE	

Purpose: To provide for commercial advertising in the Citizen News.

Procedure:

1. The County of York advertising policy for all County publications limits paid advertising to consumer goods and services and expressly prohibits all political, religious, sexually oriented or advocacy advertisements. Appropriate advertising is accepted on a first-come, first-served basis.
2. No more than a total of 3 pages in the Citizen News (12 page publication) of advertising will be sold in any single issue, with placement at the discretion of the editor.
3. All advertising should be paid for at the time the ad is submitted. There is no billing for ads under \$200. For advertising commitments over \$200, half is to be paid at the time the contract is executed, with the balance due 30 days thereafter. Checks should be made out to "Deborah Robinson, Treasurer."
4. All advertising revenues will be used to offset the cost of printing and producing publications, and will become a part of the revenues of the Public Information Office budget.
5. The County reserves the right to change publication dates with 30 days notice to advertisers.

Charges: This policy establishes charges for commercial advertising as shown on the attachment.

Citizen News

Citizen News has been providing citizens of York County with information about their local government since 1981. Today, ~~24,000~~ 24,500 are printed with approximately 22,000 MAILED DIRECTLY TO HOUSEHOLDS IN THE COUNTY. A portion of the remaining ~~2,000~~ 2,500 are included in packages given to new or prospective residents. Citizen News is published four times annually - Fall (August), Winter (December), Spring (February) and Summer (May).

Advertising Rates per Quarterly Issue

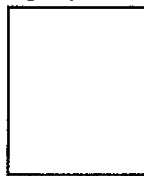
Full Page	500.00
Half Page	250.00
1/4 Page	110.00
1/8 Page	70.00
1/16 Page	35.00

**22,000 homes
for only \$35!**

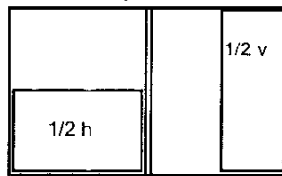
Add 10% for guaranteed position. ~~Extra charge~~ Add 25% for color advertisement. **Special offer for purchase of advertising space in four consecutive issues: 25% off (4 ads. for the price of 3). Ads must be same dimensions in each issue. Payment must be made in full prior to the printing of the first ad.**

Dimensions

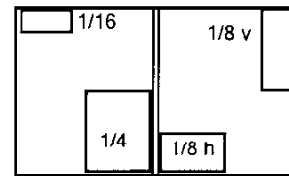
For 11"x12" page (Fall 2001 - Summer 2002)



Full Page
10 x 11



1/2 Page v: 4.75 x 11
h: 10 x 5.25



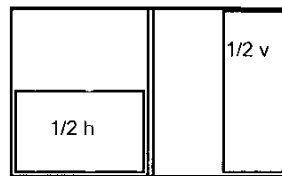
1/4 Page: 1/8 Page:
4.75 x 5.25 h: 4.75 x 2.5
v: 2.5 x 5.25

1/16 Page:
3.25 x 2

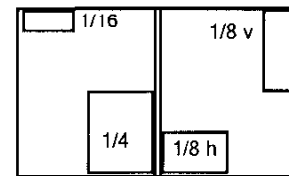
For 11"x14" page



Full Page:
10 x 12.25



1/2 Page: v: 4.75 x 12.25
h: 10 x 5.75



1/4 Page: 1/8 Page:
4.75 x 5.75 h: 4.75 x 2.75
v: 2.25 x 5.75

1/16 Page:
3.25 x 2

Drawings, artwork and copy for reproduction are accepted at advertiser's risk and should be clearly marked if return is desired. **DEADLINE:** 1st of month preceding publication.

County of York Public Information Office 224 Ballard St. Yorktown, VA 23690
(757) 890-3310

Effective Date: ~~September 5, 2000~~ September 4, 2001

BOARD POLICY	
SUBJECT	Street Name Identification Signs
POLICY NUMBER	BP01-19
ORIGINAL EFFECTIVE DATE	
REVISION DATE	
HISTORICAL REFERENCE	

Purpose: To establish policies for fabrication, installation and maintenance of street name identification signs in York County. This policy does not apply to signs installed by the Virginia Department of Transportation (VDOT.)

Procedure:

1. Administration of the Street Sign Program:
The County Administrator or his designee is responsible for the administration of the Street Name Sign Program for York County to ensure the proper identification of streets and roads for public safety and convenience.
2. Standards for Street Name Identification Signs:
All street name identification signs located within York County shall meet the following standards:
 - a. Permanent street name identification signs shall have reflective backgrounds and the number of letters shall not exceed 14 characters (including the RD., DR., or other prefix or suffix). Signs shall conform with the following size standards based on the existing or anticipated posted speed limit of the roadway to which the sign faces:

Speed Limit	Sign Size	Lettering Height	
		Upper case	Lower case
< 35 mph	9" x 30" min. to 48" max.	5"	2½"
36-50 mph	12" x 30" min. to 60" max.	6"	3"

- b. All street name identification signs shall meet Virginia Department of Transportation (VDOT) standards. Public street signs shall have green background with white lettering. Private street signs shall have white background and green lettering. Public street signs shall have the route number located in the lower right corner of the sign. Private street signs shall have the word "PRIVATE" in the lower right corner of the sign.
 - c. Street name identification signs shall be placed within the VDOT right-of-way on steel galvanized 2"x2" posts unless otherwise approved by the County Administrator.
3. Responsibility for Fabrication, Installation and Maintenance of Signs:
The County shall be responsible for fabrication, installation and maintenance of all street name identification signs in the County except:
 - a. Street name identification signs that are fabricated, installed and maintained by VDOT. (The County Administrator is authorized but not obligated to fabricate, install and maintain street identification signs for VDOT.)
 - b. Signs that are approved by the County Administrator for a development having a mandatory Property Owners Association. (The County Administrator is authorized but not obligated to fabricate, install or maintain said signs.)

4. Authority to Approve Alternate Designs:

The County Administrator or his designee may waive the normally applicable street name sign identification standards for good cause shown under any of the following circumstances:

- a. On streets within the historic village of Yorktown, when the alternate design is part of a comprehensive street sign program intended to create a special aesthetic character.
- b. On streets within an individual development when the responsible party (the developer or a Property Owners Association) wants to achieve a unique design and configuration for aesthetic or architectural reasons. In order to be eligible for this opportunity, the development must have a mandatory Property Owners Association in which all lot owners are members and the following additional conditions must be met:

- (1) The County Administrator or his designee shall determine that the proposed sign specifications exceed the standard specifications for a County street name sign and the responsible party must illustrate how the upgrade will enhance the aesthetic or architectural character of the development;
- (2) The proposed street signs must meet all applicable VDOT standards and be approved in writing by VDOT; and
- (3) The developer or the Property Owners Association must provide a written guarantee in a form acceptable to the County Attorney that the Property Owners Association will maintain the street identification signs in perpetuity. Such guarantee shall provide for the repair or replacement of any such sign within 30 days of being notified by the County to do so, and shall require the Property Owners Association to pay for standard County signs to be fabricated and installed by the County if repair or replacement is not made within such 30 day period.
- (4) The Property Owners Association may submit a written request to the County Administrator requesting that the County replace all the unique signs within the development with standard County street identification signs. The County Administrator may approve such request provided that the Property Owners Association agrees to pay the full cost (based on the street identification sign cost schedule in effect at the time of the request) of changing such unique signs to the standard County street identification sign.

5. Fees for Fabrication, Installation and Maintenance of Street Identification Signs:

The following guidelines shall be used by the County Administrator or his designee for assessing fees for fabrication, installation and maintenance of street identification services:

a. For New Streets in Standard Subdivisions:

Developers shall be charged a fee of \$250 for each street name identification sign for a standard subdivision. A street identification sign shall be defined as a single or double faced street name sign that identifies one or two streets using the same pole. After the initial fee is paid and the sign is installed, all subsequent maintenance and replacement costs, as necessary, shall be borne by the County.

b. For Unique Signs Approved for Developments with a Mandatory Property Owners Association:

Where the County Administrator authorizes the use of a unique sign design, as provided above, the developer or the Property Owners Association shall be responsible for the full cost of fabrication, installation and maintenance of the unique signs and there shall be no fee imposed by the County. However, the County Administrator is authorized, but is not obligated, to provide services to fabricate, install or maintain said signs (or parts of said signs) provided a fee determined by the County Administrator is charged to cover labor, materials and estimated administrative costs.